



The mission of Soulful Seeds is to grow connection and resiliency through neighborhood gardens

Position: Garden Assistant

Compensation Range: \$14-\$20 an hour depending on experience

Timeline for employment: July-October

Garden Assistant Purpose

The Garden Development Assistant is a core member of the Soulful Seeds team. The position will contribute to work that is increasing access to fresh, healthy food among vulnerable populations by developing and maintaining neighborhood gardens in high-need communities. This position does not need previous food systems, nutrition or farming experience, **although it is preferred**. Ongoing training may be provided during the duration of the position, and the successful candidate must have a desire to learn about sustainable food systems and food production. The position will report to the Soulful Seeds Garden Manager, and collaborate directly with the Soulful Seeds Assistant Garden Manager and Program Coordinator. The position involves physically demanding tasks at the garden, interaction with diverse groups and populations, and working independently as well as within a dynamic team.

Job Duties and Responsibilities

- Be a core member of the garden crew addressing the following tasks: harvesting, greenhouse propagation, transplanting, seeding, weeding and cultivation, irrigation assistance, crop fertilization and pest control, food safety practices, small equipment operation, and food packaging, marketing and delivery.
- Play a leading role in Soulful Seeds food access program, campus education workshops, and educational outreach to garden neighbors struggling with food insecurity.
- Develop and coordinate volunteer opportunities and events for garden neighbors and the public. This position will help further develop a structured volunteer program, and create outreach and program marketing materials pertaining to volunteer opportunities and Soulful Seeds' programs.
- Assist the Executive Director and Garden Manager in timely record keeping pertaining to crop production and grant reporting.
- Developing relationships with other organizations
- Recruiting and training volunteers
- Facilitating other programs related to the outcomes of the garden
- Participating in team meetings
- Supporting the maintenance of garden infrastructure
- Contribute to the development of future garden plans

- Contribute to an inclusive and supportive garden environment
- Coordinate with the Garden Manager, Assistant Garden Manager and Executive Director to ensure seeds, fertilizer, and supplies remain in stock

Qualifications

- Preferred: experience working in an urban farm or garden
- Passionate commitment to working with others on food security and sustainable gardening/agriculture. Preference will be given to individuals who have an interest in a food systems-oriented career
- Ability to multi-task in a fast-paced environment and take initiative to improve garden systems
- Ability to work outdoors conducting physical labor in hot and cold temperatures
- Outstanding work ethic and positive attitude
- Strong interpersonal communication skills
- Strong computer skills and experience with Google and Microsoft Office applications
- Strong organizational skills
- Experience working with volunteers
- Preferred: strong understanding of or educational background in food systems and/or nutrition
- Soulful Seeds' garden on the Our Place Campus, at the corner of Glendale and Galletti. Periodic daytime travel may be required within the metro area and region.

Schedule

Approximately 20-25 hours per week. Time off includes 4 days of sick leave and federal holidays.

Preferred Qualifications

A strong candidate will have education and/or experience using regenerative, biodynamic principles; a history of working with volunteer teams; demonstrate a strong commitment to collaboration/team work; and have a strong interest in improving food security across the community.

Working Conditions

Most work related to this position is performed outdoors in team and solo settings. Candidates must be able to repeatedly lift 50-pounds and demonstrate strong communication skills.

How to Apply

A complete application consists of a detailed resume, cover letter, and 2 professional references. Please submit your application directly via email to hello@soulfulseedsnevada.org. Incomplete applications and applications submitted indirectly via online platforms will not be considered.

Application Deadline – Open Until Filled

We encourage all interested applicants with diverse work experiences who feel they have the qualifications to carry out the duties of this position to apply.